

**Instructions for Completing
DIRECTOR'S MONTHLY
VOCATIONAL FULL TIME EQUIVALENT AVERAGE DAILY MEMBERSHIP FORM**

REPORT DUE DATES:
1ST MONTH-OCTOBER 31, 2ND MONTH-NOVEMBER 30, 3RD MONTH-DECEMBER 31,
4TH MONTH-JANUARY 31, 5TH MONTH-FEBRUARY 28, 6TH MONTH-MARCH 31,
7TH MONTH-APRIL 30, 8TH MONTH-MAY 31, 9TH MONTH-JUNE 30

REVISIONS FOR MONTHS 1 THROUGH 3 MUST BE SUBMITTED BY JANUARY 15
REVISIONS FOR MONTHS 4 THROUGH 7 MUST BE SUBMITTED BY MAY 15

- All vocational attendance reports should be **district level** for each reporting period.
- Report Period – The number of the Report Period, e.g. *F1*.

NOTE: 3. (see form) *Tennessee Technology Centers managed by the Tennessee Board of Regents* – If a student is to receive credit toward graduation for the class(es) taken at these centers, this class time should be accounted for in the Student's schedule. If the student will not be receiving credit toward graduation for the class(es) taken at these centers, this class time cannot be included in the schedule and the student must be reported as a partial student.

Column 1: Special Education Options 7, 8, 9 (Grade 'N')

- Option 7, 8, and 9 students must be reported in this column.
- These students are counted for attendance accounting the same way any other vocational education student is counted, i.e., on a Full Time Equivalent Average Daily Membership.
- Special education students served under options 7-9 are those who take vocational classes above the **23.5 hours** of special education services.

Column 2: Grade 7-8 FTEADM

- Family and Consumer Science and Technology Education are the only vocational classifications funded for 7th and 8th graders.

Column 6:

- The FTEADM **received from another school district** in a center operated by you is **added**. The FTEADM which you **sent to a vocational program operated by someone else** is **subtracted**. Districts sending and receiving students from other school district vocational centers should have the same FTEADM for the students.

Partial Student FTEADM

If a student in grades 7 - 12 is scheduled to attend school, or a school-based program such as Co-op (up to 2 hours) for only a portion of the school day, the student's FTEADM must reflect only the portion of the school day the student is enrolled. For example, a student enrolled in classes for half of the school day will be counted as 0.5000 FTEADM.

BLOCK SCHEDULING

Listed below is an example of the calculations for a **1.5 hour block**

The total number of days the student was enrolled in the vocational education course during the total number of days in session. Then multiply by the number of hours in the course and divide by the length of the instructional day multiplied by the number of days in the report period.

Example: A student was enrolled in a 1.5-hour Vocational Education course for 20 days. The calculation would be:

| | | | | | | | |
|-----------|----------|------------------|----------|--------------------|----------------|------------|-----------------------|
| 20 | x | 1.5 hours | / | (6 hours | x | 20) | = .2500 FTEADM |
| (Days | | (# Hours | | (Length of | (Days in | | |
| Enrolled) | | Course meets) | | instructional day) | Report Period) | | |

- Refer to the **Student Membership and Attendance Accountability Manual** for further definitions and general reporting requirements.

The contact person for this report is **Deborah Thomas**; she may be reached at **(615) 741-3035** or e-mailed at **debbie.thomas@state.tn.us**